



**City of Annapolis**  
**Office of Human Resources**  
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## Position Vacancy Announcement

Position	Bus Driver Trainee (1609)	Opening date	January 10, 2013
Department	Transportation	Closing date	Open Until Filled
Salary range	\$26,671.00 - \$42,675.00 (A04)		

### General statement of duties

Under supervision of an experience driver or other staff operates a transit bus or other vehicular equipment for transporting patrons, collecting fares and ensuring the safety of the passengers; does related work as required.

### Distinguishing features of the class

An employee in this class operates a City transit bus or other vehicles used to transport passengers, learning to follow the designated schedules and routes and/or instructions. A bus driver in this class will be learning the procedures for and may be responsible for reporting maintenance and repair work, making daily reports of distances traveled, passengers carried and fares collected. The work is reviewed through the safe and satisfactory operation of the vehicle, with continuous review by senior drivers and supervisors, and is performed on a shift basis.

### Examples of work (illustrative only)

- Learns pre-trip and post-trip vehicle inspection procedures and forms and performs tasks prior to leaving and upon return to garage; observes transit vehicles on a number of routes;
- Attends classes and studies manuals on Transit Operations, City Policies and Departmental Standard Operating Procedures;
- Practices picking up and discharging passengers at designated locations according to schedule; May serve as relief driver or be assigned to a special route for senior citizens or the handicapped;
- Learns fare structure and collection procedures, ensures appropriate fares from each passenger;
- Identifies and reports vehicle defects and problems to experienced driver, mechanic or supervisors;
- Records passengers boarding and alighting, number of miles vehicle traveled, fuel use;
- Keeps vehicle clean and in orderly condition, including sweeping, dusting and washing inside;
- Complies with all laws and regulations concerning the operation of the vehicle including safety precautions and posted speed limits;
- Performs other duties as directed.

### Required knowledge, skills and abilities

Some knowledge of the principles of operation of buses or other transit vehicles; some knowledge of State regulations and laws pertaining to the operation of transit vehicles; ability to understand and carry out oral and written instructions; ability to establish and maintain good public relations.

### **Acceptable experience and training**

Some driving experience and completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

### **Additional requirements**

Ability to obtain a valid Commercial Driver's License with passenger and air-brakes endorsements issued by the State of Maryland. Consent to chemical substance screening consistent with mandated Federal, State, and City guidelines and programs, to include random tests for the detection of drug or alcohol use.

### **Americans with Disabilities Act**

Physical ability: Strength and agility sufficient to lift and maneuver objects such as tools and equipment, to climb into and operate buses; ability to withstand working outside in all extreme weather conditions.

Visual ability: Sufficient to operate buses both day and night, to observe unsafe conditions of roadways, to read and write reports, correspondence, instructions, etc.

Hearing ability: Sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone and/or radio.

Freedom from mental disorders which would interfere with performance of duties as described.

### **Application process**

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date. Incomplete applications will not be considered.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.